

0.0.06 | SEALED AND CONFIDENTIAL MATERIALS

Fourth Circuit case dockets and documents are available to the public over the Internet through the Judiciary's PACER system (Public Access to Court Electronic Records). The PACER system protects sealed documents and party filings in social security, immigration and retirement board cases from public Internet access.

The Federal Rules of Procedure, including Fed. R. App. P. 25(a)(5), require the filing party to remove protected information prior to filing a document in federal court and specifically require redaction of the following information.

- Social security and tax ID numbers must be redacted to the last four digits.
- Names of minor children must be redacted to initials.
- Dates of birth must be redacted to year.
- Financial account numbers must be redacted to the last four digits.
- Home addresses in criminal cases must be redacted to city and state.

The Judicial Conference Privacy Policy requires that presentence reports, statement of reasons in judgments of conviction, CJA financial affidavits, and identifying information about jurors be filed under seal.

When filing a document under seal in the district court, the filer must file a "certificate of confidentiality" with the document, stating that the document was sealed in the district court. Loc. R. 25(c).

If a brief or motion filed on appeal contains sealed information, appellant must file both a sealed version and a public redacted version of the brief or motion. Loc. R. 25(c).

(4th Circuit Court of Appeals // December 2023)

